

EFFECTIVE

October 1, 2019.

Subject(s)**Administrative Policy Hospitals and Facilities, (APF) 263-01,
Overtime Hostipals and Youth Facilities.**

An employee may not be subject to involuntary overtime on the employee's last regular scheduled shift proceeding their vacation.

When operationally feasible, employees who work two consecutive voluntary overtime days will be exempt from involuntary overtime at the end of their next scheduled work shift. If for some reason management is unable to fill all the vacancies on a particular shift, involuntary overtime may be assigned to such exempt employees starting with the least senior employee until the vacancies are filled.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 263-01](#)